

DEPUTY CLERK

UNION: NONE
STATUS: FULL-TIME
PAYMENT: HOURLY
SUPERVISED BY: TOWNSHIP CLERK
SUPERVISES: ALL OTHER CLERK'S OFFICE EMPLOYEES
BENEFITS: LIFE, DENTAL, HEALTH, OPTICAL, STD/LTD DISABILITY

DESIRED QUALIFICATIONS & EDUCATION:

- COLLEGE DEGREE IN ACCOUNTING, PUBLIC ADMINISTRATION OR FIVE YEARS OF WORK EXPERIENCE IN PUBLIC ACCOUNTING/CLERKS DUTIES.
- COMPUTER LITERATE WITH DESIRED, PROFICIENCY IN BS&A, MS WINDOWS, MS OFFICE, MS WORD, EXCEL AND OTHER SOFTWARE APPLICATIONS.
- KNOWLEDGE OF ELECTIONS AND ITS PROGRAMS (QVF) THRU THE STATE OF MICHIGAN.
- ABILITY TO ATTEND EVENING MEETINGS, ACCURATELY TAKING AND TRANSCRIBING MINUTES.
- ACTING ON THE BEHALF OF THE TOWNSHIP CLERK IN HIS/HER ABSENCE.
- ABILITY TO CREATE A FRIENDLY WORK ENVIRONMENT AND MAINTAIN EFFECTIVE WORKING RELATIONSHIPS WITH ELECTED OFFICIALS AND OTHER EMPLOYEES.
- PLANNING & DETAIL ORIENTATION A MUST!

DUTIES:

- PREPARE AND DISTRIBUTE TOWNSHIP BOARD AGENDAS AND PACKETS. ACTS AS RECORDING SECRETARY FOR TOWNSHIP BOARD MEETINGS, PLANNING COMMISSION MEETINGS AND ZONING BOARD OF APPEALS. MAINTAINS AND MANAGES OFFICIAL TOWNSHIP RECORDS AND PUBLIC DOCUMENTS; OVERSEES RECORD RETENTION PRACTICES; AND RECORDS LEGAL DOCUMENTS AS REQUIRED. MANAGES UPDATES FOR THE CODE OF ORDINANCES. ACTS AS THE FOIA ADMINISTRATOR TO HANDLE ALL TOWNSHIP HALL REQUESTS UNDER THE FREEDOM OF INFORMATION ACT.
- ASSISTS WITH THE PUBLICATION OF VARIOUS COMMISSION AND BOARD MINUTES, NEWLY ADOPTED CODES AND ORDINANCES OR ADMENDMENTS, ZONING CHANGES, BUDGET REPORTS, PUBLIC HEARING NOTICES AND BID NOTICES.
- ASSISTS WITH THE PLANNING AND ADMINISTRATION OF FEDERAL, STATE, COUNTY TOWNSHIP, SCHOOL AND SPECIAL ELECTIONS, INCLUDING, BUT NOT LIMITED TO, PREPARING LEGAL NOTICES, COORDINATED PRECINCT LOCATIONS FOR ELECTIONS WORKERS, PROCESSING ABSENTEE VOTER BALLOTS, TRAINING PERSONNEL AND ELECTION WORKERS AND THE ELECTION COMMISSION SCHEDULING & ACCURACY TESTING OF ELECTION EQUIPMENT.
- ASSISTS THE TOWNSHIP CLERK, PARTICIPATING AND OVERSEEING EMPLOYEES INVOLVED IN THE OFFICE ACTIVITIES. RESPONDS TO WALK-IN, TELEPHONE, AND MAIL INQUIRIES REGARDING THE FUNCTIONS OF THE CLERK'S OFFICE AND, WHERE NECESSARY, REFERS INQUIRIES TO OTHER DEPARTMENTS.
- REVIEWS AND MANTAINS A RECORD OF VOUCHERS, PURCHASE ODERS, ORDERS OFFICE SUPPLIES AND OTHER PURCHASING RELATED DOCUMENTS APPROVED BY THE TOWNSHIP BOARD.

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- ASSISTS THE CLERK IN PREPARATION OF THE PRELIMINARY DEPARTMENTAL BUDGET AND MONITORS EXPEDITURES THROUGH OUT THE FISCAL YEAR TO MAINTAIN APPROVED BUDGET AS NEEDED.
- ISSUES VARIOUS TOWNSHIP LICENSES, REVIEWING APPLICATIONS, BUSINESS LICENSES, POND PERMITS, LANDFILL PERMITS, TOWNSHIP FACILITY USE APPLICATION, PEDDLERS PERMITS, GARAGE SALES AND MAINTAINS RELATED RECORDS.
- WORKS WITH ATTORNEY, PLANNER AND ENGINEER FOR PLANNING AND ZONING ITEMS THAT OCCUR.
- SCHEDULES APPOINTMENTS FOR THE CLERK. ATENDS QUARTERLY CLERKS MEETINGS WITH WAYNE COUNTY CLERK'S ASSOCIATION, PREPARES ITINERARIES AND MAKES RESERVATIONS, AS NECESSARY. PREPARES MATERIALS FOR MAILING, AS NEEDED.
- MAINTAINS CEMETERY PLOT RECORDS OF PROPERTIES OWNED AND SOLD. SELLS CEMETERY PLOTS AND CONVEYS TIMES AND DATES OF FUNERALS TO CEMETERY SEXTON. MAINTAINS CEMETERY FILES, COLLECTS PAYMENTS FOR CEMETERY, DEPOSITS PAYMENTS TO THE TWP. TREASURER.
- PROVIDES NOTARY SERVICES TO THE PUBLIC.
- OTHER DUTIES AS DIRECTED BY THE TOWNSHIP CLERK.

UPDATED: JUNE, 2022